


Reportable Events Procedure Policy #112

Policy # 112	Subject: Reportable Events
Effective Date: 6/15/2020	Page 1 of 2
Authorized Signature: 	

DSCYF/DMSS/ Education Unit

I. PURPOSE

To outline the expectations for Education Unit staff and service providers contracted by the Education Unit regarding reportable events and to outline procedures for staff when they are notified that a reportable event has occurred.

II. BACKGROUND

Each employee and contracted provider of the Education Unit has an obligation to report the occurrence of certain incidents which happen during educational programming hours. These include, but are not limited to, events which pose a risk to safety and security, allegations of abuse or neglect, incidents resulting in injury to students or staff, and threats of harm to self and/or others. DSCYF Policy #212 outlines these procedures for service providers.

III. POLICY

When a reportable incident occurs during educational programming, and an educational staff member or a service provider contracted by the Education Unit is a direct witness, this must be reported verbally to the program's Principal by the end of the school day and in writing within 24 hours of the event using the Incident Form provided. This does not negate or replace mandatory reporting duties for staff and events which fall under those criteria must also be reported to the Child Abuse Hotline within 24 hours by the person who witnessed the event.

It is expected that all information collected during the investigation will be confidential and that employees will refrain from discussing the incident with other employees until the process has been completed.

IV. PROCEDURE

Once a Principal has received an incident report, they will schedule a time to meet with the reporting staff to review the statement and gather additional details as necessary. Once this meeting has occurred, the Principal will submit the original incident report and any notes from that meeting to the Education Unit Supervisor for review. The Education Unit Supervisor will share the appropriate

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documentation with facility administration as needed. The Education Unit Supervisor will also determine other appropriate recipients for the report (i.e. DMSS management/DYRS management/DPBH management).

If the need for further investigation into the incident arises, the site Principal will schedule a time to meet with the staff person/s and, if requested, Union representation. Every effort will be made to ensure this is a face to face meeting. The request for this meeting will be made in writing, however it is the employee's responsibility to notify the Union of the meeting and to request their presence if desired.

No Education Unit employee may be interviewed/investigated by someone outside of the Education Unit chain of command without union representation or the presence of an Education Unit administrator.

If a determination is made to discipline an Education Unit employee in connection with the incident, a separate meeting shall be scheduled and the employee may request Union representation at that meeting. All discipline shall occur within the structure of the Collective Bargaining Agreement and Division/Department policies.



DSCYF
Department of Services for
Children, Youth & Their Families

*Division of
Management Support Services*

Education Unit

(302) 424-8134

Education Unit Incident Report Form

Name of Person Making the Report

School Site

Date of Report

Please describe what happened in your own words. Include as many details as possible to give a clear, accurate account of the events.

Witnesses: